



AssetWorks User Guide

January 2019

GA Department of Administrative Services
Surplus Division
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Phone: 770-651-0250 Select "#2"
Email: surplushelp@doas.ga.gov

Reduce, Reuse, Recycle

Revised January 2019

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Introduction

The DOAS Surplus Division implemented the AssetWorks program statewide in 2013 to manage the “virtual” disposal process. The online program streamlines the disposal process and provides state entities greater control and transparency in the disposal process.

The AssetWorks programs allows users to:

- Create Surplus Disposal Requests to specific entities.
- Add assets – enters individual assets to the form.
- Add photos and supporting documents.
- Save the transaction(s).
- Managers will approve or deny the transaction.
- Approved transactions will be available to DOAS Surplus for processing, denied will go back to the users for re-entry. Manager can also contact the user to make corrections.
- Users will be notified by email as the assets move through the disposal process.
- View transaction reports as needed.

In addition to the program on-line help screens, there are three levels of support:

- Tier 1 – DOAS Help Desk – password reset and other access issues.
- Tier 2 – DOAS Surplus – questions regarding data entry and disposal process.
- Tier 3 –Technical Support – program technical issues.

System Tips:

- Ensure that web browsers are set to allow pop-ups for the site. Some reports run as pop-ups.
- Clicking on any (+) sign will expand any table, (-) sign will close them.
- Any field with an asterisks (*) is required.
- Fields with a magnifying glass have auto search capability.
- Fields with drop down arrows have selection menus.
- “Transfer Number” refers to the transaction.
- “Asset Number” refers to the line items on the transfer (actual property).

Special Note: When creating transfers and adding assets, there is some redundant data entry. It is necessary to enter the information as described in this guide so that it presents properly in other functions. We understand this is not optimal and will continue to work with the vendor to reduce/eliminate these issues.

Property Disposal

The fundamental disposal processes and requirements can be found in the [GA Surplus Property Manual](#). All applicable laws and regulations apply.

- Agencies request disposal authority from DOAS Surplus.
- Generally, property will be made available to other GA state agencies, local governments and eligible nonprofits for five business days.
- Place only one disposal type on a transaction request (ex. put all ADs on one request)
- Create individual Surplus transfers for each vehicle request. The system “batches” assets in the transfer and this makes it difficult to track individual vehicles.

Since the disposal process is virtual, DOAS will assume the transaction is complete as submitted. If property is not picked up in the designated time, or not all the property is removed, the agency must notify DOAS Surplus. This ensures the agency reimbursement is processed in a timely manner.

Agencies are strongly encouraged to maintain copies of the signed bill of sales, and Affidavit of Disposal for audit purposes.

There are required fields. These are critical to processing taxes and reimbursements and must be entered at the asset level. Attention to detail and accuracy is extremely important in these fields.

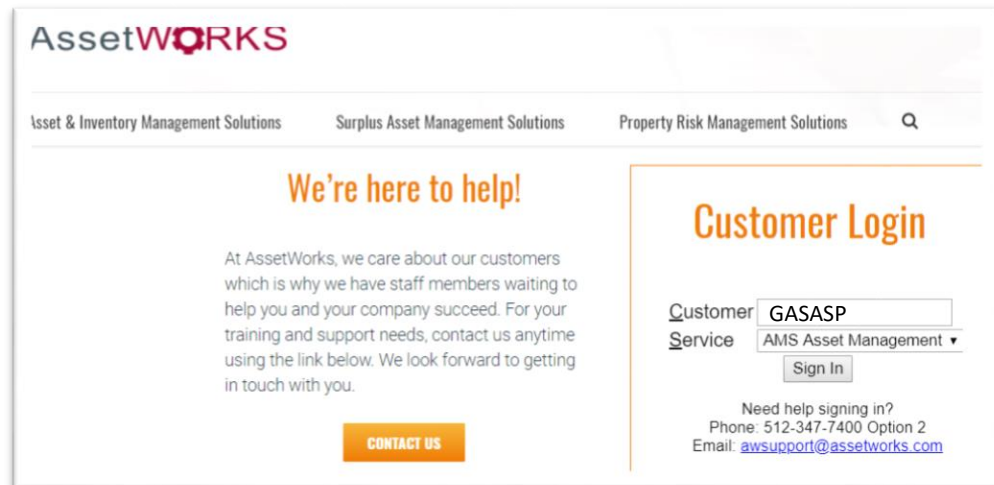
System Access Profiles

There are three different system access profiles; User, Manager, Director. The profiles define functionality within the system and are assigned by the entity. Functionality cannot be interchanged. For instance, if a director wants to receive email notifications, then they must carry the “manager” profile.

User profiles definition:	User	Manager	Director
Creates transfers, add assets, access reports	Yes	Yes	No
Approves/denies transfers	No	Yes	No
Access reports	Yes	Yes	Yes
Standard email notification:			
Transfer Approval Reminder	Sent to all site managers.		
Transfer Rejected Reminder	Sent to the user that created the Transfer.		
Transfer Received Reminder	Sent to all users that have the position of property manager		
Surplus Received Email	Sent to user that created the Surplus		
Surplus Sold email with subject of "Disposal Processed"	Sent to any contact that is a property manager on the original Site		
Transaction Closed email	Sent to any contact that is a property manager on the original Site that created the Surplus		

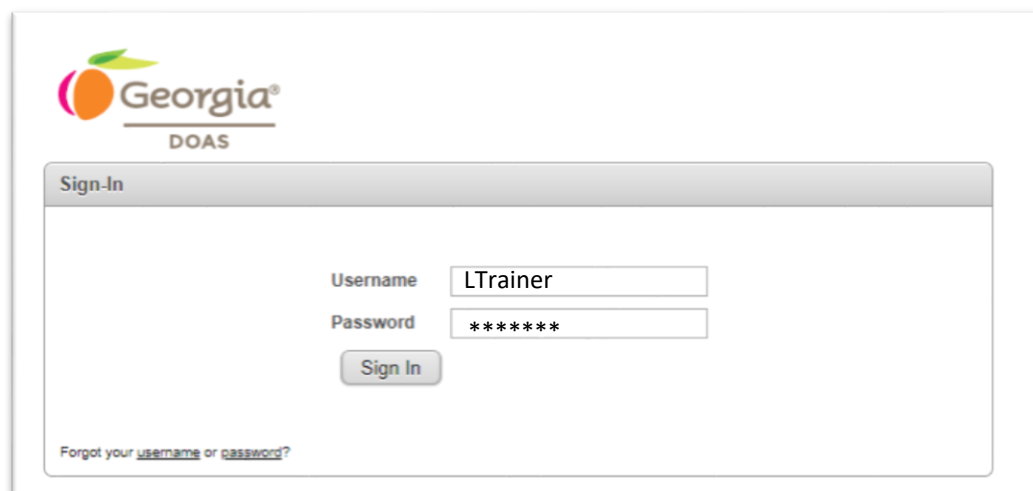
Logging In

- 1) Log into the customer portal (<https://www.assetworks.com/login>) on AssetWorks main page by entering **GASASP** in customer field. Leave service field as *AMS Asset Management* and click sign in. Customer portal can also be found on Surplus website (doas.ga.gov/surplus-property) homepage under AssetWorks section.



The screenshot shows the AssetWorks website's customer login page. At the top, the AssetWorks logo is displayed. Below the logo, there are three navigation links: "Asset & Inventory Management Solutions", "Surplus Asset Management Solutions", and "Property Risk Management Solutions". A search icon is also present. The main content area is divided into two sections. On the left, a message reads "We're here to help!" followed by a paragraph about customer support and a "CONTACT US" button. On the right, the "Customer Login" section features a "Customer" field with "GASASP" entered, a "Service" dropdown menu set to "AMS Asset Management", and a "Sign In" button. Below the login fields, there is a link for "Need help signing in?" and contact information: "Phone: 512-347-7400 Option 2" and "Email: awsupport@assetworks.com".


- 2) You will navigate to another sign in screen where you will enter **your** user name and password provided by DOAS Surplus.



The screenshot shows the Georgia DOAS Sign-In page. At the top, the Georgia DOAS logo is displayed. Below the logo, there is a "Sign-In" header. The main content area contains a "Username" field with "LTrainer" entered, a "Password" field with "*****" entered, and a "Sign In" button. At the bottom, there is a link for "Forgot your [username](#) or [password](#)?".

3) You will be asked to change your password and add security questions on your first login.

The screenshot displays a web application interface for user setup. At the top, there is a navigation bar with tabs: 'Home' (selected), 'Assets', 'Transfers', and 'Reports'. Below this, on the left, is a 'Home Sidebar' with a 'Welcome' button. The main content area is titled 'Change Password' and contains the following fields: 'Username' (pre-filled with 'ttrainer'), 'Old Password *', 'New Password *', and 'Confirm New Password *'. There are 'Cancel' and 'Save' buttons at the bottom of this section. Below the password change section is a 'Security Question and Answer' section, which includes a dropdown arrow, a 'Security Question *' field (pre-filled with 'In what city or town was your first job?'), and a 'Security Answer *' field (pre-filled with 'Atlanta'). Below this is a 'Password Rules' section with two rules: 'Must be at least 6 characters long.' and 'Must not include any spaces.' At the bottom of the rules section, it says 'row(s) 1 - 2 of 2'.

 **Special Note:** Every 45 days you will be prompted to change your password. The system will **not** send a reminder. Failure to do so will result in your account being locked. To unlock, select password reset and answer the security questions provided. You may also contact the Surplus Help Desk by phone at 770-651-0250-Option 2 or email at surplushelp@doas.ga.gov to reset.

Tab Functions

- 1) The **Home tab** is the default view and provides users the ability to quick search by Asset Number (line items) or Transfer Number(transaction). It also, shows user information and allows users to change their password.

The screenshot shows the 'Home' tab selected in the top navigation bar. On the left, the 'Home Sidebar' contains a 'Welcome' button. The main content area is divided into two sections. The top section, 'Quick Search', has two input fields: 'Asset Number' with the value '46204-001' and 'Transfer Number' with the value 'ST-19-46204', each followed by a 'Search' button. The bottom section, 'User Info', displays the following details: User: ltrainer, Name: LAUREN TRAINER, Customer: GASASP, and Version: 8.18.3.23.1279. A 'Change Password' button is located at the bottom of this section.

- 2) The **Assets tab** allows users to search for property already entered in AssetWorks using the Asset Number, Description, and Asset Status. *This tab is for viewing only. Manager will not be able to approve, nor will users be able to input property.*

The screenshot shows the 'Assets' tab selected in the top navigation bar. On the left, the 'Assets Sidebar' contains two buttons: 'Quick Search' and 'Advanced Search', with the latter circled in red. The main content area is titled 'Search Assets' and contains three input fields: 'Asset Number' with the value '46204', 'Description' with the value 'Thermal Labs', and 'Asset Status' with a dropdown menu. A red arrow points to the 'Asset Status' dropdown, which is open and shows a list of options: 'All' (selected), 'Active', 'In Online Auction', 'In Transfer', 'Inactive', 'Not Inactive', 'On a Lot', and 'Pending Receipt'. A 'Search' button is located below the input fields.



Select "All" in Asset Status for best search result. Select the Advance Search sub-tab to filter search more specifically.

The Advance Search sub-tab will redirect to the Reports tab. Select your desired columns and filter operator from the drop-down list. Then enter data for filter expression. Select “Run Report.”

HomeAssetsTransfers**Reports**

Reports Sidebar

View Reports

Create New Report

Edit Report

Report

Display

Sort

Group

Sum

Filter

Page

View

Total

Asset Report

Filter

☐

Filter Column

Filter Operator

Filter Expression

☐

equals

row(s) 1 - 1 of 1

Add Filter RowDelete Filter Row(s)Run Report

- 3) The **Transfer tab** allows users to search for assets by using “Quick Search Surplus” or “Search Surplus Transfers” fields. The Transfer tab is also where users create Surplus requests and managers search requests awaiting approval.

HomeAssets**Transfers**Reports

Transfer Sidebar

Surplus

Quick Search Surplus Transfers

Surplus Transfer Number 93929

Search

Search Surplus Transfers

Surplus Transfer Number

From Site

Method

Asset Number

Status

Remarks

Creation Date From

Creation Date To

From Person

Search

CLOSED

OPEN

PENDING PICKUP

WAITING FOR APPROVAL

WAITING FOR RECEIPT

Search Results

View

Surplus Transfer Number

Creation Date

From Site

From Person

Method

ST-19-93929

11/27/2018

40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF

LAUREN TRAINER

IS

Download

row(s) 1 - 1 of 1

Adhoc Search Surplus Transfers

Create Surplus Transfer



Forget the surplus number? Use “Search Surplus” field to search by From Site, Disposal Method, Creation Date range, or From Person.

- 4) The **Reports tab** allows users to view and create surplus reports. AssetWorks contains several prepared reports. Click on the small red arrow to run the report. Extension reports will generate a report in a separate window. All reports have some filter capability, such as adding or removing fields or searching by date range. See [Appendix B](#) for instructions on how to run the “Agency Transaction” and “Agency Transfer.”

Run	Report Name	Report Desc
▶	Agency Transactions Report	This report includes all transactions for an agency where a payment or credit was processed and exported.
▶	Agency Transfers Report	This report provides a status overview of surplus transfers for an agency or site within a specified date range.
▶	Contact List by Site	List of contacts grouped by Site Number
▶	Counter Sales Buyers Report	List of registered counter sale buyers
▶	Disposal Authorizations	ADs by Site Number
▶	Disposal Transaction Report	Disposal Transaction Report
▶	Open Transfers	List of open transfers, including assets on each transfer
▶	Purchase History by Donee	List of donations made to donees (filter by dates, donee, asset type, memo, type, account, and warehouse/location)
▶	State Active Inventory	State Active Inventory
▶	Surplus Transfer Line Items	Search Results

[Download](#)

Remember! You will only have access to sites of which you are assigned

Create a Transfer

- 1) Click on “Transfers” tab. Then select the arrow next to Create Surplus Transfer to expand the field.

- 2) Fill in the following fields: See example on next page.

“**From Site**” will default to your agency. Users on multiple sites can select the desired site info.

“**Method**” select the appropriate surplus method from the dropdown list.

DNS	Direct Negotiated Sale	GA State to local government or eligible nonprofit
AD	Authorized Disposal	Recycle or “Trash”
ELC	Electronics Disposal	Electronics recycling
IS	Internet Sale	Online sale to the public
PSO	Public Sale Other	DOAS use only
RS	Retail Sale	Essentially “buy it now”, fixed price
T	Transfer	GA state agency to GA state agency
V	Vendor Return	Discount for trade-in on like new asset

See [Surplus Property Manual](#) for full description of each method.

“**Property Location and Contact Information**”—this is where the property is *physically located*,

Address 1	Enter physical location of property
Address 2	Sub address if applicable (Ex. Building 200)
City	Enter city of where property is physically located
State:	Enter state of where property is physically located
County	Enter County of where property is physically located
Zip	Enter zip code of where property is physically located
Contact Name	Name of contact person for property
Contact Phone	Enter phone number for contact person
Contact Email	Enter email address for contact person

“**Receiving Agency**” - If applicable, enter Agency/Company name, address, contact number, phone number, and email.

Example Entry

Create Surplus Transfer

From Site * 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT

Method * Electronics Disposal (Elc) ▼

-- Property Location and Contact Information --

Address 1 * 200 Piedmont Ave

Address 2 West Tower Suite 1010

City * Atlanta

State * GEORGIA ▼

County * FULTON ▼

Zip * 30334

Contact Name * Lauren Trainer

Contact Phone * 404-656-8398

Contact Email * lauren.Trainer@doas.ga.gov; Joe.Deer@doas.ga.gov



Users can add multiple emails in the contact email field by using a semi colon (;). Emails entered will receive follow up information such as auction postings and Bills of Sale.

Receiving Agency Field Example

-- Receiving Agency --

Agency Name Agency or Company name

Receiving Address

Receiving Contact Wanda Doe

Receiving Phone 404-869-6687

Receiving Email Wanda.Doe@dcb.ga.gov

Reminder: Methods that Require Receiving Agency info:

- Transfer (T)
- Direct Negotiated Sale (DNS)
- Vendor Return
- Retail Sale

- 3) Once the fields are complete, select **“Create”**. This saves the information you just entered and creates the surplus number. The screen will navigate to the Surplus Detail Page.

Create Surplus Transfer

From Site * 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT

Method * Transfer (T)

-- Property Location and Contact Information --

Address 1 * 200 Piedmont Ave

Address 2 West Tower Suite 1010

City * Atlanta

State * GEORGIA

County * FULTON

Zip * 30334

Contact Name * Lauren Trainer

Contact Phone * 404-656-8398

Contact Email * lauren.Trainer@doas.ga.gov, Joe.Deer@doas.ga.gov

-- Receiving Agency --

Agency Name Agency or Company name

Receiving Address

Receiving Contact Wanda Doe

Receiving Phone 404-869-6687

Receiving Email Wanda.Doe@dcb.ga.gov

Create

Look for successful creation message and note the “Surplus Number”. Print this page or write down the surplus number. This number follows the property throughout the disposal process.

Successfully created Surplus Transfer.

Surplus Detail

Surplus Number ST-14-14400

Creation Date 11/25/2013

From Site 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT

From Person JONES, LAUREN

Method ELC

-- Property Location and Contact Information --

Address 1 200 Piedmont Ave

Address 2

City Atlanta

State GEORGIA

Zip 30334

County FULTON

Contact Name Lauren Trainer

Contact Phone 404.656.9478

Contact Email Lauren.Trainer@doas.ga.gov, Joe.Doe@doas.ga.gov

-- Receiving Agency --

Agency Name

Receiving Address

Receiving Contact

Receiving Phone

Receiving Email

Edit Pickup Labels

Add Assets

Create New Asset

Adding Assets

- 1) Verify that the information you entered is correct. Select edit if necessary. Once you add an asset, this section locks and cannot be changed.
- 2) Click **Create New Asset** under Add Assets.

Surplus Detail

Surplus Number: ST-14-14400
Creation Date: 11/25/2013
From Site: 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT AVE
From Person: JONES, LAUREN
Method: ELC
-- Property Location and Contact Information --
Address 1: 200 Piedmont Ave
Address 2:
City: Atlanta
State: GEORGIA
Zip: 30334
County: FULTON
Contact Name: Lauren Tranter
Contact Phone: 404.656.9478
Contact Email: Lauren.Tranter@doas.ga.gov; Joe.Doe@doas.ga.gov
-- Receiving Agency --
Agency Name:
Receiving Address:
Receiving Contact:
Receiving Phone:
Receiving Email:
[Edit] [Pickup Labels]

Add Assets

[Create New Asset](#)

- 3) A new "Insert Surplus Asset" window will appear. Enter the asset information. Every field with an asterisk (*) is required. You will not be able to save until those fields are complete. Use NA for fields that don't apply.

Insert Surplus Asset

[Close] [Save & Same] [Save & New] [Save & Done]

Asset Number *: [AUTO-ASSIGN]
NSN Group Code *:
Description *:
Site *: 40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT AVE
-- Summary --
Condition *:
VIN *:
Make *:
Model *:
Model Year:
Serial Number:
Odometer:
Odometer UoM:
Claim Number:
-- Acquisition --
Accounting Date *:
Accounting Method *: ELC
Accounting Description:
Accounting Cost *:
-- Web Surplus Notes --
Notes 1:
Notes 2:
-- Internal Notes --
Notes 3:
Quantity *:
UoM *: EA
Date Available *: 11/26/2018

Asset number	Will be automatically assigned upon save.
NSN Group Code	Click spy glass to search by nomenclature from list that best describes asset. See appendix A for the complete list.
Description	Enter a <i>complete</i> description of the asset, ex. 2007 Ford Explorer 5ABMCHS387XS
Site	Defaults to your agency's site.

--Summary--

Condition	Select property condition from dropdown: New, Good, Fair, Poor, Scrap
Serial Number	Enter Serial Number or Vehicle Identification Number (VIN)
Make	Enter asset make
Model	Enter asset model
Model Year	Enter asset year
VIN	Reenter VIN (for vehicles, VIN is pulled from this field, not serial number)
Odometer	Enter vehicle odometer number
Odometer UoM	Select from dropdown (hours or miles)
Claim Number	If applicable, enter DOAS Risk Management insurance claim number

--Acquisition--

Accounting Date	Enter current date.
Accounting Method	Defaults to method selected on transfer page.
Accounting Description	Leave blank
Accounting Cost	Enter original acquisition price if known. If not, enter 0.00



Special Notes: Vehicle/Aircraft/Heavy Equipment Entry. [See Appendix C](#) for Vehicle example entry.

- Only 1 Vehicle/Aircraft/Heavy Equipment per surplus request.
- Be sure to select the NSN Group Code that best meets the description. This allows the users to search more accurately. See code options below.
 - 1510 - AIRCRAFT, FIXED WING
 - 1520 - AIRCRAFT, ROTARY WING
 - 1525 - COMBAT AIRCRAFT
 - 1925 - SPECIAL SERVICE VESSELS
 - 1940 - SMALL CRAFT
 - 2310 - Passenger Motor Vehicle
 - 2320 - TRUCKS AND TRUCK TRACTORS, WHEELED
 - 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER VANS)
 - 2330 - TRAILERS
 - 2400 – TRACTORS (WHEELED)
 - 3700 - AGRICULTURAL EQUIPMENT
 - 3800 - CONSTRUCTION, MINING, EXCAVATING EQUIPMENT (HEAVY EQUIPMENT (DOT YELLOW GEAR)
- For description: enter 4-digit year, make, model, and the 17-digit Vehicle Identification Number (VIN). (ex. 2005 Ford Crown Victoria FALP123XB456789AA).
- In the VIN field, enter the 17-digit Vehicle Identification Number.

**When searching, users will not be able to see the VIN unless it is in the description. If there are several matching vehicles offered simultaneously, customers won't know which one to request.*
- For Serial Number, enter the agency vehicle number or the equipment SN.

--Notes Field—120-character limit per line

Note 1	Enter any agency notes, e.g. asset specifications, will show on Surplus web page.
Notes 2	Enter any agency notes, e.g. Inspection Times & Date, will show on Surplus web page.
Internal Notes	Note for DOAS, will NOT display on Surplus web page.
Quantity	Enter exact quantity of items.
UoM	Select unit of measure from drop down. *EA should always be used. BX – Box CS – Case DZ – Dozen EA – Each GL – Gallon LB – Pound LG - Length LOT – Lot PK – Package PL –Pallet PR – Pair RL -Roll ST - Stone
Date Available	This field will default to the current day. If the method T (transfer) was selected, change the year to the following (EX.1/15/2019 to 1/15/2020). This determines which items will be visible for redistribution on donee site.

4) After entering all information, choose the best action for your request (at the top of window)

Close	closes window without saving.
Save and Same	Saves entry and duplicate asset information for additional entry.
Save and New	Saves entry and allow you to enter another asset.
Save and Done	Saves entry and closes window.

Save and Done or **Close** defaults to the Surplus Details Page showing your asset that was entered.

Surplus Detail

Surplus Number

ST-19-93929

Creation Date

11/27/2018

From Site

40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT A

From Person

TRAINER, LAUREN

Method

IS

-- Property Location and Contact Information --

Address 1

200 Piedmont Ave

Address 2

West Tower Suite 1820

City

Atlanta

State

GEORGIA

Zip

30334

County

FANNIN

Contact Name

Lauren Tranier

Contact Phone

4046568398

Contact Email

Lauren.Tranier@doas.ga.gov Joe.Doe@doas.ga.gov

-- Receiving Agency --

Agency Name

Receiving Address

Receiving Contact

Receiving Phone

Receiving Email



Edit

Pickup Labels

Add Assets

Create New Asset

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-19-93929-001-NT	BlackBerry Phones	6	-	-	-	In Transfer	-	-	-	

*If the asset was entered incorrectly, please continue. Simply, add the correct asset to the same request as another asset line. Then, contact your site manager and request that the incorrect line item be rejected upon approval.

Adding Documents & Images

- 1) After adding all assets and saving, select the highlight (0) under “Docs/Images” to the right of your assets.

The screenshot shows the 'Add Assets' form. At the top is a 'Create New Asset' link. Below is a table titled 'Assets' with columns: View, Asset Number, Description, Qty Sent, Qty Rcvd, Service Charge, Scrap, Status, Receiver, Recv Date, Approve Date, and Docs/Images. The first row shows an asset with Asset Number 'ST-14-11068-001-NT', Description 'Computer', Qty Sent '1', and Qty Rcvd '-'. The 'Docs/Images' column for this row contains the value '0', which is circled in red. Below the table are buttons for 'Cancel', 'Remove Asset', 'Receive', and 'Print Detail'. The text 'row(s) 1 - 1 of 1' is at the bottom right.

- 2) A new Attachment Insert window will open. Select “Choose File” to search your computer for the desired file.

The screenshot shows the 'Attachment Insert' window. It has a 'File *' label, a 'Choose File' button (circled in red), and a 'No file chosen' status. Below this is a 'Comments' text box. A message states: 'Valid file types are jpg, jpeg, gif, png, tiff, tif, txt, csv, pdf, doc, docx, xls, xlsx, ppt, pptx, rtf and zip with a max file size of 1200 KB. Images will be resized if possible.' At the bottom are three buttons: 'Close', 'Save & New', and 'Save & Close'.

- 3) After selecting your photo/doc, choose the best action for your request.

Close	Closes window without saving
Save and New	Saves information and allows for additional attachment
Save and Close	Saves information and closes window


! Special Notes:

- Document order is important. *Add photos first and supporting documents last.* This will determine how they are viewed on the web site.
- Only 5 attachments can be added per asset line.
- Some documents and images may need to be resized to be attached properly. Photos should be in .jpg or .jpeg format and smaller than 1200KB. Images 600x400 pixels.
- Add images and relevant documents to your assets. Name them for easy identification.
- When submitting multiple line requests, attach relevant photos on appropriate line.
- Attached photos should show many views and closeup shots. Make sure the background is clear and take pictures of any damage.
- Numerical value under Docs/Images will increase as additional assets are saved.
- Attached documents may include: inspection forms, titles, photos, inventory lists, and CIO signature if completing electronic sales.
- Electronics Sales must have the hard drives removed and CIO verification of removal. Authorization can be submitted by the following:
 - Agency Head or CIO (IT Manager only if there is no CIO) approves request in AW.
 - Attach a signed email from CIO certifying the data storage devices has been removed.
 - Attach a copy of the surplus detail page sign by CIO certifying data storage devices have been removed.

Adding Additional Documents & Images

If you have more than 5 photos or documents to add, treat those as new assets.

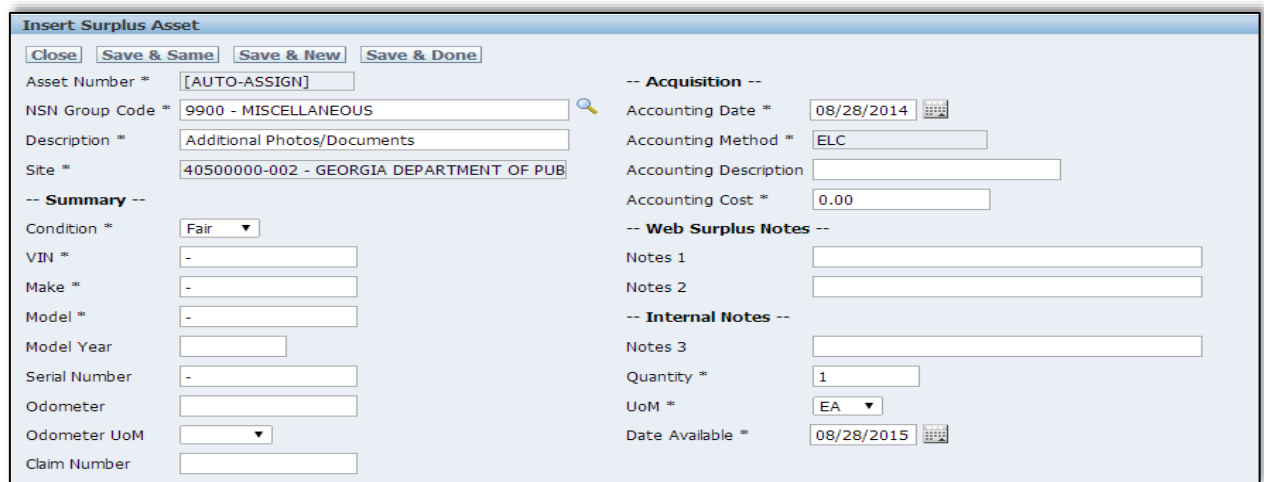
- 1) Click on the hyperlink Create New Asset.



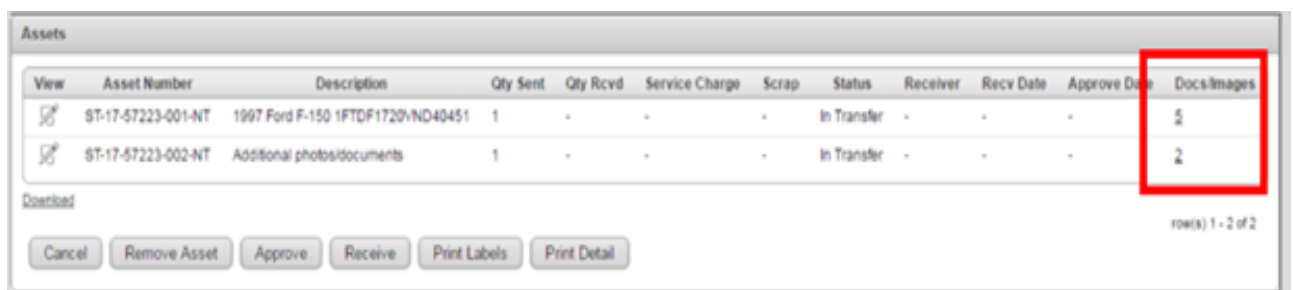
The screenshot shows the 'Add Assets' form. At the top, there is a button labeled 'Add Assets'. Below it, a link labeled 'Create New Asset' is highlighted with a red rectangular box. Below the link is a table titled 'Assets' with columns: View, Asset Number, Description, Qty Sent, Qty Rcvd, Service Charge, Scrap, Status, Receiver, Recv Date, Approve Date, and Docs/Images. The table contains one row with the following data: [icon] ST-19-93929-001-NT, BlackBerry Phones, 6, -, -, -, In Transfer, -, -, -, 0.

- 2) Inset Surplus Asset will open.

- Choose the NSN Group Code 9900 – MISCELLANEOUS.
- Write Additional Photos/Documents in the Description field.
- Under Summary, select fair and write NA or - in the field with an asterisk.
- Under Accounting, enter Today's date for accounting date and 0.00 in accounting cost field.
- Under Internal Notes, enter 1 as quantity. Leave date available as is unless request is a transfer (T) push out one year.
- Click Save & Done. The page will return to surplus detail page where you can now attach the extra doc/images.



The screenshot shows the 'Insert Surplus Asset' form. At the top, there are buttons: Close, Save & Same, Save & New, and Save & Done. The form is divided into several sections: Asset Number * [AUTO-ASSIGN], NSN Group Code * 9900 - MISCELLANEOUS, Description * Additional Photos/Documents, Site * 40500000-002 - GEORGIA DEPARTMENT OF PUB, -- Summary --, Condition * Fair, VIN *, Make *, Model *, Model Year, Serial Number, Odometer, Odometer UoM, Claim Number, -- Acquisition --, Accounting Date * 08/28/2014, Accounting Method * ELC, Accounting Description, Accounting Cost * 0.00, -- Web Surplus Notes --, Notes 1, Notes 2, -- Internal Notes --, Notes 3, Quantity * 1, UoM * EA, Date Available * 08/28/2015.



The screenshot shows the 'Assets' table. The table has columns: View, Asset Number, Description, Qty Sent, Qty Rcvd, Service Charge, Scrap, Status, Receiver, Recv Date, Approve Date, and Docs/Images. The table contains two rows: [icon] ST-17-57223-001-NT, 1997 Ford F-150 1FTDF1720VND40451, 1, -, -, -, In Transfer, -, -, -, 5; [icon] ST-17-57223-002-NT, Additional photos/documents, 1, -, -, -, In Transfer, -, -, -, 2. The 'Docs/Images' column for the second row is highlighted with a red rectangular box. Below the table, there is a 'Download' button and a row of buttons: Cancel, Remove Asset, Approve, Receive, Print Labels, and Print Detail. The text 'row(s) 1 - 2 of 2' is displayed at the bottom right.

Congratulations, you have successfully created a Surplus Asset!

The Status will show "in transfer" until the asset line is approved by the Site Manger and received by Surplus.

Surplus Detail

Surplus Number

ST-19-93929

Creation Date

11/27/2018

From Site

40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT A

From Person

TRAINER, LAUREN

Method

IS

-- Property Location and Contact Information --

Address 1

200 Piedmont Ave

Address 2

West Tower Suite 1820

City

Atlanta

State

GEORGIA

Zip

30334

County

FANNIN

Contact Name

Lauren Tranier

Contact Phone

4046568398

Contact Email

Lauren.Trainer@doas.ga.gov Joe.Doe@doas.ga.gov

-- Receiving Agency --

Agency Name

Receiving Address

Receiving Contact

Receiving Phone

Receiving Email

Edit

Pickup Labels

Add Assets

Create New Asset

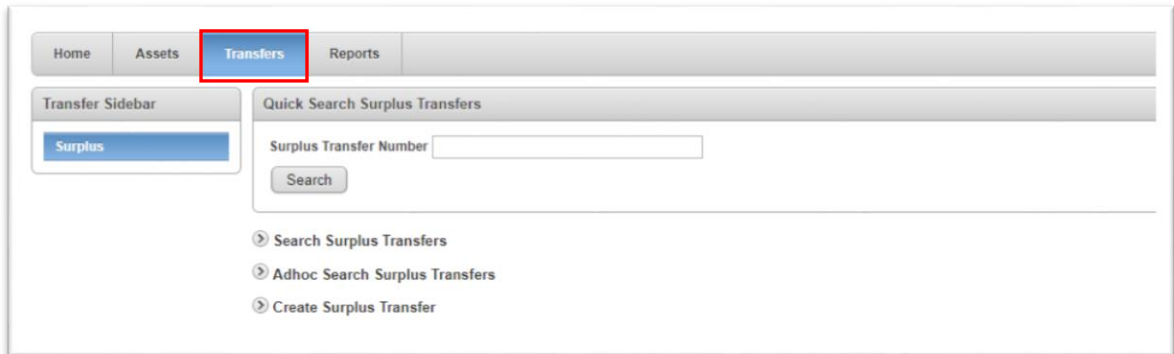
Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-19-93929-001-NT	BlackBerry Phones	6	-	-	-	In Transfer	-	-	-	

Manager Approval

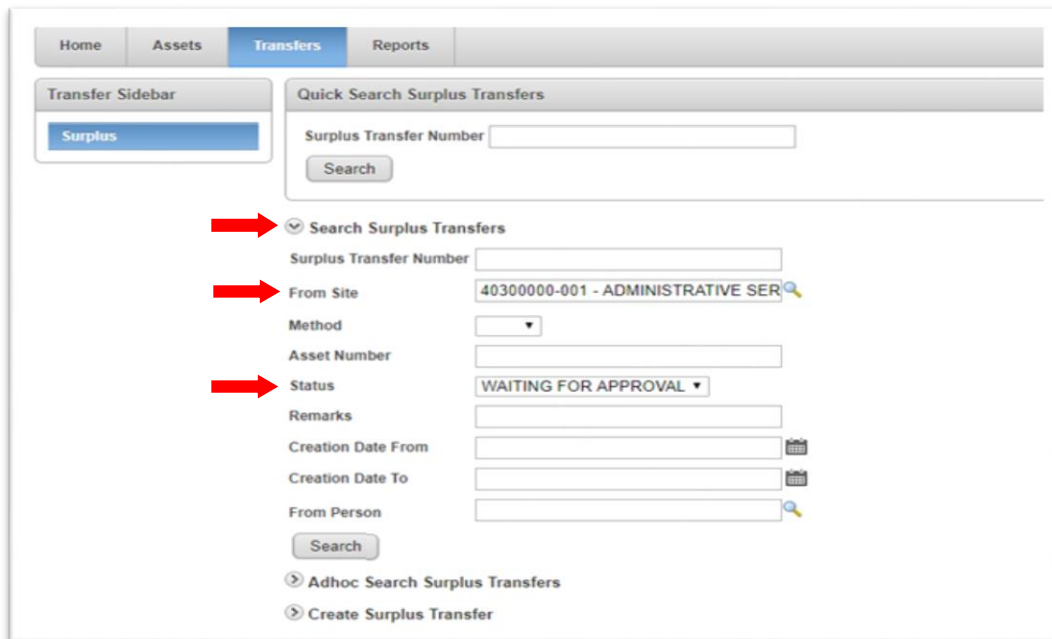
Once an asset is entered and saved, it must be approved by a site manager to complete the process. Site Managers should check the request to make sure all information and required doc/photos are correct before approving the request.

- 1) Click the Transfers tab:




The screenshot shows the 'Transfers' tab selected in the top navigation bar. Below the navigation bar, there is a 'Transfer Sidebar' with a 'Surplus' button. To the right, there is a 'Quick Search Surplus Transfers' section with a text input for 'Surplus Transfer Number' and a 'Search' button. Below this, there are three links: 'Search Surplus Transfers', 'Adhoc Search Surplus Transfers', and 'Create Surplus Transfer'.

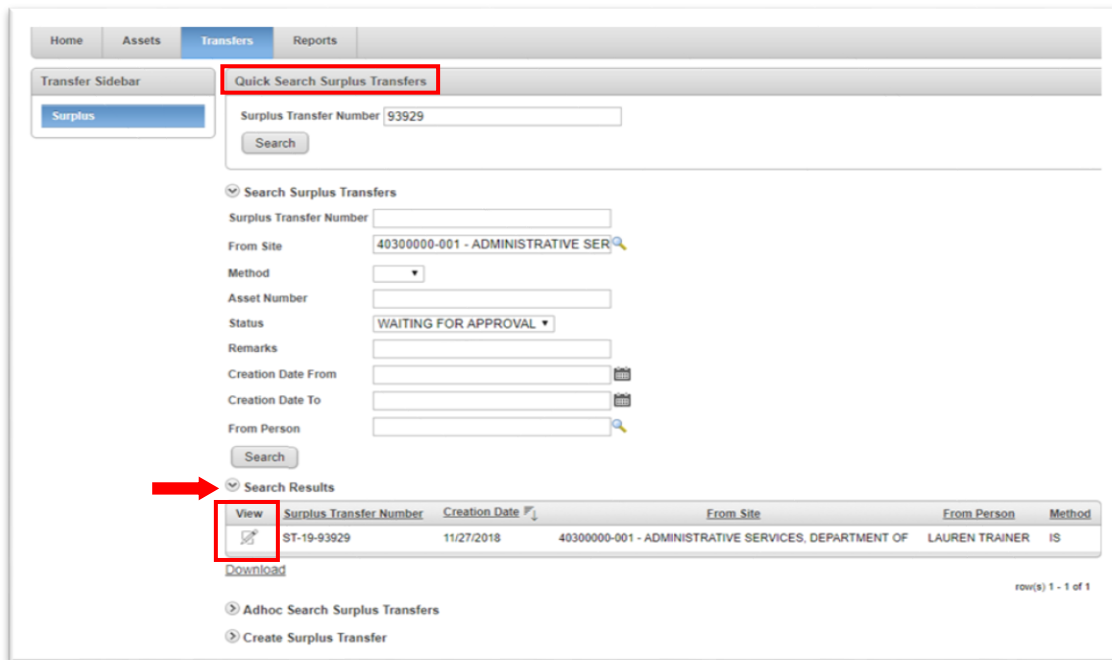
- 2) Click the arrow to expand the Search Surplus. Enter the site number or agency name in the **From Site** field. Select "WAITING FOR APPROVAL"



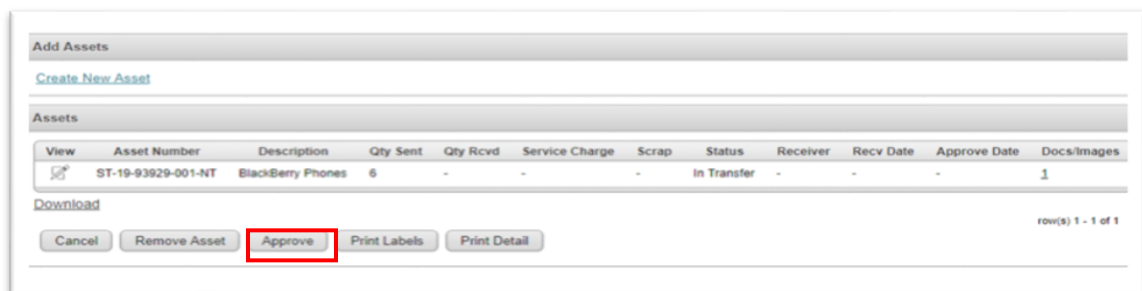
The screenshot shows the 'Search Surplus Transfers' form expanded. Red arrows point to the following fields: 'Search Surplus Transfers' (which is expanded), 'From Site' (containing '40300000-001 - ADMINISTRATIVE SER'), 'Status' (set to 'WAITING FOR APPROVAL'), and 'Method' (a dropdown menu). Other fields include 'Surplus Transfer Number', 'Asset Number', 'Remarks', 'Creation Date From', 'Creation Date To', and 'From Person'. A 'Search' button is at the bottom of the form.


*If no site number or name is entered, the system will populate all records waiting for approval. Managers will have to manually sort through all entries.

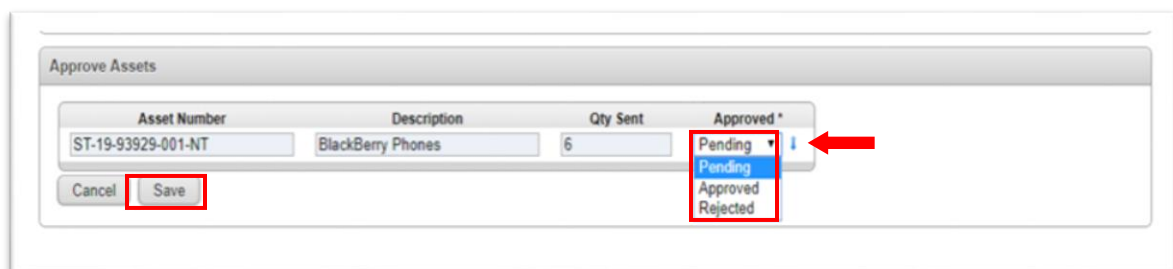
- 3) All pending approvals will populate under **Search Results**. Click the pencil  under **View** to open the record. * if you need to approve a specific transfer (e.g. need an urgent AD and can't wait for evening download) just enter the Surplus Number in Quick Search Field.



- 4) Scroll down to bottom of the Surplus Detail screen and click the **Approve** button. A new screen will appear with the Approved drop-down field showing as "Pending". *Managers may Approve or Reject each line item in the transfer.



- 5) Change pending to either approve or reject. If electing the same status, click the blue arrow  to change all simultaneously. Click "Save" when you are done.



Upon clicking Save, the screen will redirect to the Surplus Detail screen with the message “Successfully approved assets” at the top of the screen. You will also see the approval date under the “Approve Date” section.

The screenshot shows the 'Surplus Detail' page. At the top, a message box says 'Successfully approved assets.' with a red arrow pointing to it. Below this, the 'Surplus Detail' section contains various fields: Surplus Number (ST-19-93929), Creation Date (11/27/2018), From Site (40300000-001 - ADMINISTRATIVE SERVICES, DEPARTMENT OF - 200 PIEDMONT A), From Person (TRAINER, LAUREN), Method (IS), and a section for Property Location and Contact Information including Address 1 (200 Piedmont Ave), Address 2 (West Tower Suite 1820), City (Atlanta), State (GEORGIA), Zip (30334), County (FANNIN), Contact Name (Lauren Tranier), Contact Phone (4046568398), and Contact Email (Lauren.Trainer@doas.ga.gov). Below this is the 'Receiving Agency' section with fields for Agency Name, Receiving Address, Receiving Contact, Receiving Phone, and Receiving Email. There are 'Edit' and 'Pickup Labels' buttons. The 'Add Assets' section has a 'Create New Asset' link. The 'Assets' section contains a table with one row of data. A red arrow points to the 'Approve Date' column in the table.

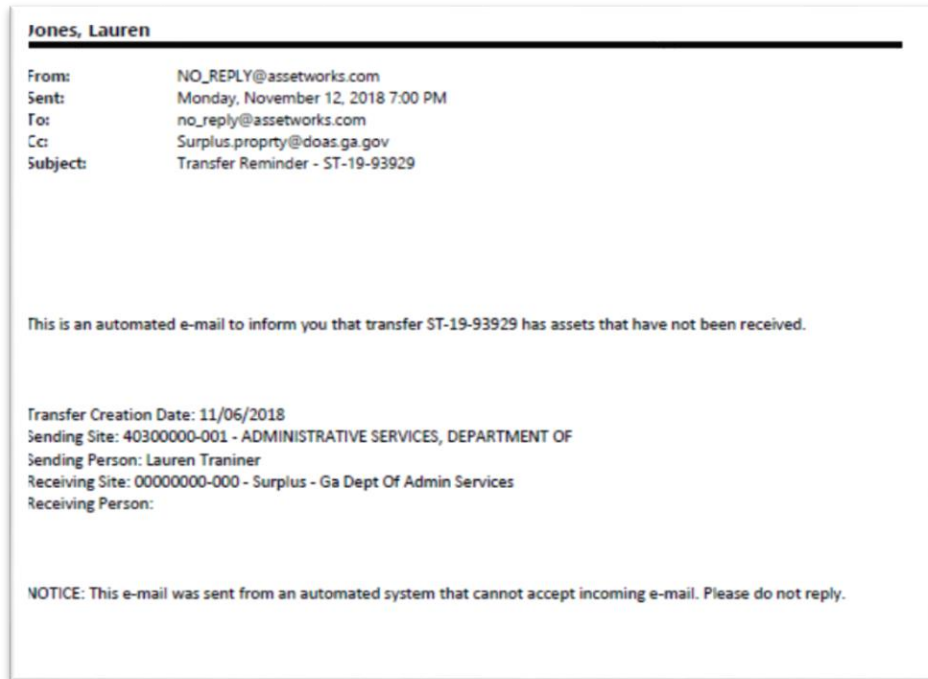
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-19-93929-001-NT	BlackBerry Phones	6	-	-	-	In Transfer	-	-	11/27/2018	1

Download

Repeat steps as need

What happens next?

Once the request has been approved by the site manager, it will appear in DOAS “Waiting for Receipt” queue. The system will send an auto generated email with the subject line “Transfer Reminder- assets have not been received”. When you get this email, no further action is required on user end.



DOAS Web Specialist will review the data for accuracy and completeness as well as photo quality. If the request is complete, the surplus transfer will be virtually “received” into Surplus. The DOAS Web Specialist name will appear under the “Receiver” section and the date will appear under “Receive Date” section. If a request has been Voided, an email will be sent to the contact and from person explaining why and what changes will need to be made upon re-entry.

Assets												
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Image	
	ST-19-93929-001-NT	BlackBerry Phones	6	6	\$6.00	NO	Received	TRAINER, LAUREN	11/27/2018	11/27/2018	1	

[Download](#)

Once received, Surplus will send email notifications about the request to the contact provided. Emails may include posting information, AD authorization letter, ELC vendor scheduling instructions, Transfer, DNS, or Vendor authorization, etc.

Appendix A- National Stock Number (NSN) List

1000 - WEAPONS (PISTOLS, RIFLES, SHOTGUNS, TASERS, BATON, ASP)
1300 – AMMUNITION (ALL TYPES)
1510 - AIRCRAFT, FIXED WING
1520 - AIRCRAFT, ROTARY WING
1525 - COMBAT AIRCRAFT
1925 - SPECIAL SERVICE VESSELS (BOATS)
1940 - SMALL CRAFT (BOATS)
2200 - RAILWAY EQUIPMENT (INCLUDES CARS AND OTHER RAIL EQUIPMENT)
2310 - PASSENGER MOTOR VEHICLES
2320 - TRUCKS AND TRUCK TRACTORS, WHEELED
2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER VANS)
2330 - TRAILERS
2400 - TRACTORS (WHEELED)
2800 - ENGINES (NON-ELECTRIC)
3470 - MACHINE SHOP SETS, KITS, AND OUTFITS
3700 - AGRICULTURAL EQUIPMENT
3800 - CONSTRUCTION, MINING, EXCAVATING EQUIPMENT (HEAVY EQUIPMENT (DOT YELLOW GEAR))
3900 - MATERIAL HANDLING EQUIPMENT (FORKLIFTS, TUGS, WAREHOUSE EQUIPMENT)
4100 - REFRIGERATION & AIR CONDITIONING (HVAC EQUIPMENT, WALK-IN REFRIGERATOR)
4300 - PUMPS & COMPRESSORS (AIR & WATER)
5410 - PREFABRICATED AND PORTABLE BUILDINGS
5800 - COMMUNICATIONS EQUIPMENT (RADIOS, TELEPHONES, CELL)
6115 - GENERATORS AND GENERATOR SETS, ELECTRICAL
6500 - MEDICAL/DENTAL (EQUIPMENT AND SUPPLIES)
7021 - ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER), DIGITAL)
7023 - MONITORS (ALL, CRT OR FLAT)
7025 - ADP INPUT/OUTPUT AND STORAGE DEVICES
7110 - OFFICE FURNITURE
7210 - HOUSEHOLD FURNISHINGS
7300 - FOOD SERVICE EQUIPMENT
7400 - OFFICE MACHINES
7500 - OFFICE SUPPLIES (CONSUMABLES)
7600 - BOOKS, MAPS, OTHER PUBLICATIONS (BOOKS, MAPS, OTHER PUBLICATIONS)
7700 - MUSICAL INSTRUMENTS
7800 - RECREATIONAL & ATHLETIC EQUIPMENT
7900 - CLEANING EQUIPMENT & SUPPLIES
8400 - CLOTHING, INDIVIDUAL EQUIPMENT (INCLUDES HELMETS, GOGGLES, RIOT SHIELDS, WEB GEAR)
8800 - LIVE ANIMALS
9500 - METAL, BARS, SHEETS, SHAPES
9900 – MISCELLANEOUS

Appendix B- Agency Transfers & Transactions Report Instructions

Agency Transfers Report-provides a status overview of surplus transfers for an agency or site within a specified date range. ***NOTE: you will only have access to sites for which you are assigned.** If you are assigned to a site and are still having trouble accessing the report, try adjusting your internet pop up blocker. (instructions after transaction report).

- 1) Go to the reports tab and select run next to Agency Transfers report.

The screenshot shows the 'Reports' tab selected in the top navigation bar. On the left, the 'Reports Sidebar' contains 'View Reports' (highlighted), 'Create New Report', and 'Report Categories'. The main area displays a list of reports with columns 'Run', 'Report Name', and 'Report Desc'. The 'Agency Transfers Report' is highlighted with a red circle and a red arrow pointing to its 'Run' button.

Run	Report Name	Report Desc
▶	Agency Transactions Report	This report includes all transactions for an agency where a payment or credit was processed and exported.
▶	Agency Transfers Report	This report provides a status overview of surplus transfers for an agency or site within a specified date range.
▶	Contact List by Last Name	List of contacts sorted by last name
▶	Contact List by Site	List of contacts grouped by Site Number
▶	Counter Sales Buyers Report	List of registered counter sale buyers

- 2) Enter a start date, end date, and site name or number. Choose an option in the status field. Leave this field blank if you want to populate everything from that site. Click run.

The screenshot shows the 'Agency Transfers Report' criteria form. The 'Criteria' section includes fields for 'Start Date *', 'End Date *', 'Site', and 'Status'. A red box highlights these fields. Below the fields are 'Cancel' and 'Run' buttons, with a red arrow pointing to the 'Run' button.






- 3) View the report in AssetWorks or click "Download" to open it in Excel format.

The screenshot shows the 'Agency Transfers Report' results table. The table has columns: *STATUS, ASSET NUMBER, DESCRIPTION, QTY SENT, METHOD, and SITE. The 'Download' button is highlighted with a red arrow.

*STATUS	ASSET NUMBER	DESCRIPTION	QTY SENT	METHOD	SITE
RECEIVED (19)	ST-19-91643-001-NT	2005 FORD F150 1FTRF12235NB10139 (401-2867)	1	Direct Negotiated Sale (Ons)	48400000-002 - DEPART
	ST-19-91644-001-NT	2007 CHEVROLET SILVERADO C150 3GCEC14Z77G176187 (401-3009)	1	Direct Negotiated Sale (Ons)	48400000-002 - DEPART
	ST-19-91959-001-NT	2001 CHEVROLET MALIBU 1G1ND52J51M616860 (125-2080)	1	Internet Sale (Is)	48400000-002 - DEPART
	ST-19-91959-002-NT	Additional photos and docs	1	Internet Sale (Is)	48400000-002 - DEPART
	ST-19-91960-001-NT	2008 CHEVROLET IMPALA LS 2G1WB55KX81216846 (126-2101)	1	Internet Sale (Is)	48400000-002 - DEPART
	ST-19-91960-002-NT	Additional photos and docs	1	Internet Sale (Is)	48400000-002 - DEPART
	ST-19-91963-001-NT	2008 CHEVROLET IMPALA LS 2G1WB55K881315939 (126-2121)	1	Internet Sale (Is)	48400000-002 - DEPART
	ST-19-91963-002-NT	Additional photos and docs	1	Internet Sale (Is)	48400000-002 - DEPART
	ST-19-91965-001-NT	2005 CHEVROLET SILVERADO 1GCEK14VXSZ243877 (452-0200)	1	Internet Sale (Is)	48400000-002 - DEPART
	ST-19-91965-002-NT	Additional photos and docs	1	Internet Sale (Is)	48400000-002 - DEPART

Agency Transactions Report - This report includes all transactions for an agency where a payment or credit was processed and exported. (Bill of Sale & Agency Reimbursement)

- 1) Go to the reports tab and select run next to Agency Transaction report.

Run	Report Name	Report Desc
	Agency Transactions Report	This report includes all transactions for an agency where a payment or credit was processed and exported.
	Agency Transfers Report	This report provides a status overview of surplus transfers for an agency or site within a specified date range.
	Contact List by Last Name	List of contacts sorted by last name
	Contact List by Site	List of contacts grouped by Site Number
	Counter Sales Buyers Report	List of registered counter sale buyers

- 2) Choose the report format to download report in. Next enter the start and end date for the period that you would like data on. Then enter site location in the search field. Click Run.

Agency Transactions Report

Choose Report Format*
Choose Report Format must have some value.

☒ PDF ☐ EXCEL ☐ EXCEL WITH NO FORMAT

Criteria

Start Date * 06/01/2017

End Date * 06/27/2017

Site 48400000-002 - DEPARTMENT OF T

Bill Of Sale Number

Cancel Run

Agency Transactions Report Example

This report includes all transactions for an agency where a payment or credit was processed and exported.

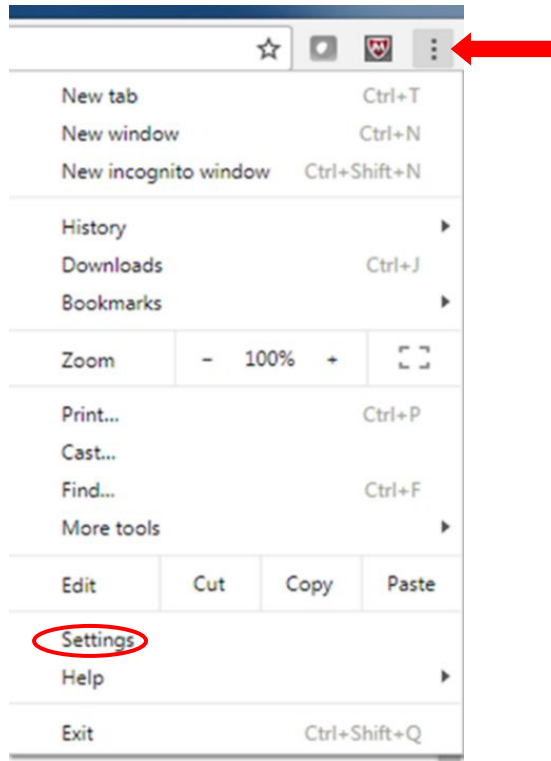
Start Date: 01/02/2018
End Date: 10/09/2018
Site: 42732678-070
Transaction Number:

Transaction No.	Payment ID:	Accounting Date:	Amount:	Reimbursement:
49101	19-WR-023	08/16/2018	\$150.00	\$27.50
<p>Asset Number: ST-19-88113-001</p> <p>Description: 2002 FORD TAURUS 1FAFP52202A23241</p>				
49102	19-WR-023	08/16/2018	\$550.00	\$247.50
<p>Asset Number: ST-19-88109-001</p> <p>Description: 2005 FORD CUTAWAY VAN E3 1FDWE3555HA88118</p>				
49103	19-WR-023	08/16/2018	\$250.00	\$82.50
<p>Asset Number: ST-19-88098-001</p> <p>Description: 2001 DODGE RAM WAGON 2B5WB35291K550061</p>				

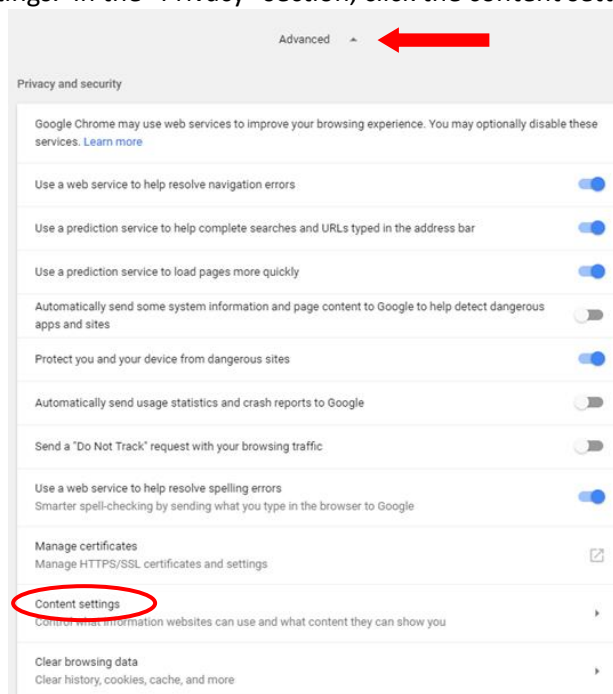
Pop-Up Blocker Instructions

Google Chrome

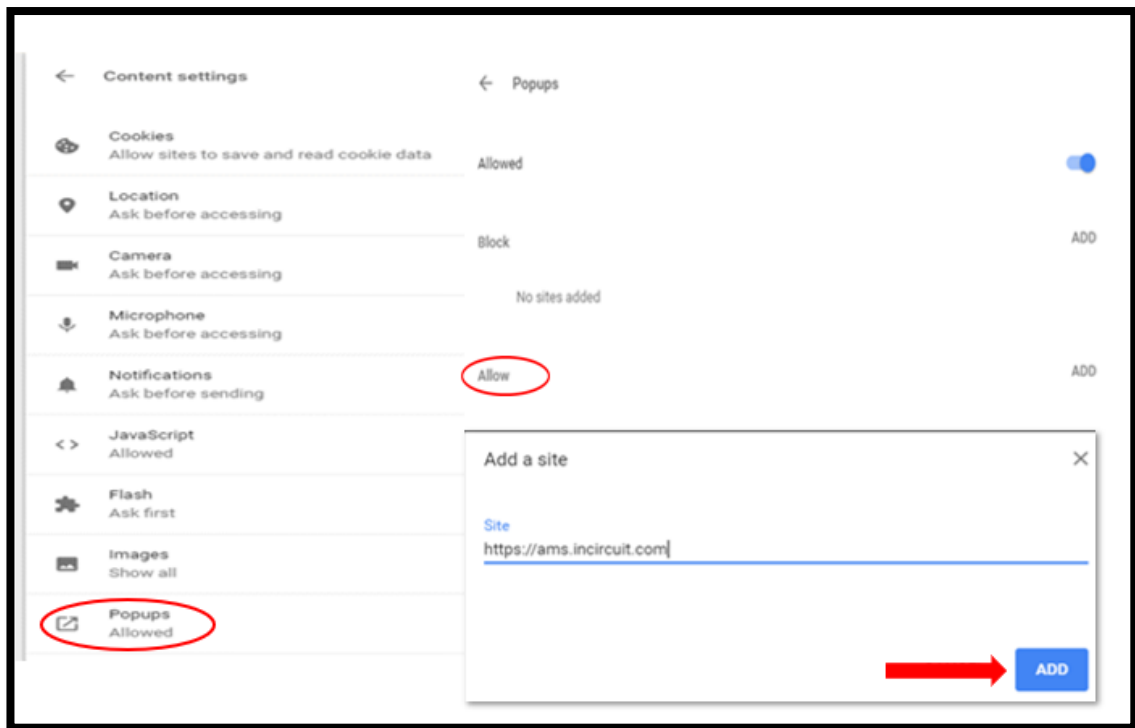
- 1) Click the Chrome menu on the browser toolbar located in the right top corner of the screen. Then select "Settings".



- 2) Click show advanced settings. In the "Privacy" section, click the content settings button.

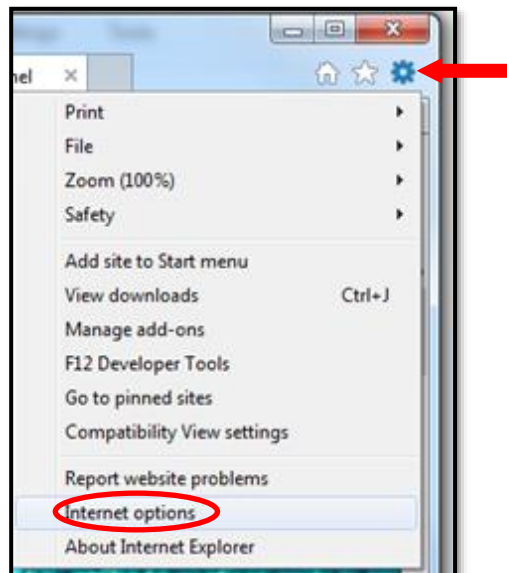


- 3) Select "Pop-ups", then click "add" in the "Allow" section. Type in the website for AssetWorks. Click add. Exit out of page. Proceed to run the report in Asset Works.

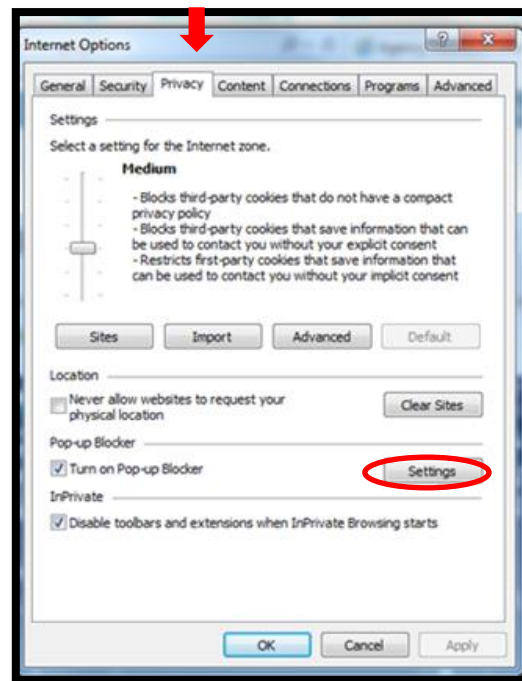


Internet Explorer

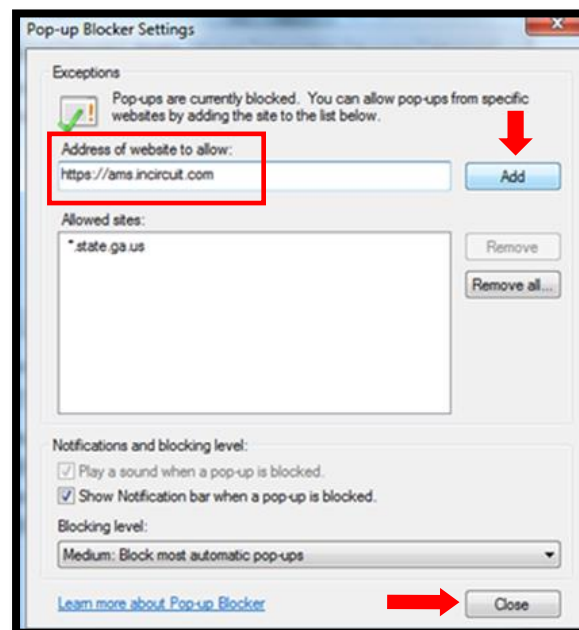
- 1) Open Internet Explorer. Select the Tools button on top right corner and then select Internet options.



- 2) Click on the “privacy tab”. In the Pop-Up Blocker section, click on settings.



- 3) In the “Address of websites to allow” box enter the AssetWorks Website. Click add, then close. Proceed to run the report in AssetWorks.



Appendix C -Special Transfers: Vehicles

Entering vehicles into AssetWorks is the same as any other request, except there may be conditions that require a specific disposal method and attachments. See chart below for vehicle methods and required attachments. All vehicles must be entered **one per Surplus Number**. **Surplus must have either a title, certificate of origin, or a legal document showing State ownership to process your request. Titles must be in owning agency name.*

Transfer (T)	State Agency to State Agency. <i>(internal transfers do not go through Surplus. Please contact DOAS Fleet)</i> Required Attachment: Title front & back. 5 required photos of vehicle.
Vendor Disposal (T)	Vehicles sold at State contracted auctioneer facility. Vehicles can be picked up or dropped off. Title & key must be at location upon request. Vendor Fees apply for missing key. Call our office for pricing. <i>(Agency responsible for towing fee)</i> . Required Attachment: Title front & back.
Direct Negotiated Sale (DNS)	Sell to Local Government or Eligible Non-Profits. <i>(DOAS sets price. Must have active account with Surplus before submission into AW)</i> . Call our office to check. Required Attachment: Title front & back. 5 required photos of vehicle for pricing.
Vendor Return (V)	Insurance pick up. <i>(Must have Surplus authorization before removal)</i> . Required Attachment: Title front & back
Internet Sale (IS)	Sell to public on auction site. <i>(Vehicle remains at location until sold)</i> Required Attachment: Title front & back. Vehicle Inspection form . Required Photos: <ul style="list-style-type: none"> • Front Corner, shows front & driver side • Back Corner, shows rear & passenger side • Engine compartment • Interior (front & back) • Other photos with defects/damage
Authorized Disposal (AD)	Scrap vehicles only. <i>(DOAS only authorize vehicles that are shells or have been cannibalized. Must demonstrate benefit to State)</i> Required Attachment: Title front & back. Photos showing condition.

1) Create Surplus Request from the transfers tab with appropriate method selected.

2) Create new assets.

- **NSN Groups Code** restricted to the following:
 - 2310- Passenger Motor Vehicle
 - 2320 - TRUCKS AND TRUCK TRACTORS, WHEELED
 - 2325 - VANS, BUSES, SEMI (BOX, PANEL, BUSES, PASSENGER VANS)
 - 2330 - TRAILERS
 - 2400-TRACTORS (WHEELED)
 - 3700 - AGRICULTURAL EQUIPMENT
 - 3800 - CONSTRUCTION, MINING, EXCAVATING EQUIPMENT (HEAVY EQUIPMENT (DOT YELLOW GEAR)
- **Description:** Enter items pertaining to NSN code.
- **Summary:** Enter vehicle information in all fields that apply.
- **Accounting:** Enter Today's date for accounting date and 0.00 in accounting cost field if unknown
- **Notes 1 & 2:** Enter detailed info about vehicle. (info not included on Inspection form)
- **Internal Notes:** Quantity is 1. Leave date available as is unless method is transfer.
- **Click Save & Done.** The page will return to surplus detail page.

3) Add an additional asset line if apply and then attached required docs/photos.

Entry Examples

Transfer (T)

Surplus Detail

Surplus Number: ST-16-48000
 Creation Date: 03/01/2016
 From Site: 000000-0000- DOAS Surplus Property- P.O. BOX 745 P.O. BOX
 From Person: JONES, LAUREN
 Method: T
 -- Property Location and Contact Information --
 Address 1: 5 West Altman Street
 Address 2:
 City: Statesboro
 State: GEORGIA
 Zip: 30459
 County: BULLOCH
 Contact Name: Lauren Jones
 Contact Phone: 912-764-6888
 Contact Email: ljones@pdoscsb.org
 -- Receiving Agency --
 Agency Name: Department of Human Services
 Receiving Address: 4188 Peachtree Rd. Atlanta, Ga 30334
 Receiving Contact: Mary Alice Parker
 Receiving Phone: 555-888-7777
 Receiving Email: Mparker@dhs.ga.gov

Asset Number	Description	Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
ST-16-48000-001-NT	1994 Ford Super Wagon Van 1FBJS31G5RHB71406	\$0.00	NO	Received	REID, TOOCARA	03/01/2016	03/01/2016	1

Direct Negotiated Sale (DNS)

Surplus Detail

Surplus Number: ST-16-48000
 Creation Date: 03/01/2016
 From Site: 000000-0000- DOAS Surplus Property- P.O. BOX 745 P.O. BOX
 From Person: JONES, LAUREN
 Method: DNS
 -- Property Location and Contact Information --
 Address 1: 5 West Altman Street
 Address 2:
 City: Statesboro
 State: GEORGIA
 Zip: 30459
 County: BULLOCH
 Contact Name: Lauren Jones
 Contact Phone: 912-764-6888
 Contact Email: ljones@pdoscsb.org
 -- Receiving Agency --
 Agency Name: City of Townsville
 Receiving Address: 4188 Peachtree Rd. Atlanta, Ga 30334
 Receiving Contact: Mary Alice Parker
 Receiving Phone: 555-888-7777
 Receiving Email: Mparker@dhs.ga.gov

Assets:

Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
ST-19-92769-001-NT	2004 FORD TAURUS LX 1FAFP52204A172875 (125-2160)	1	1	\$0.00	NO	Received	SMITH, ROBIN	10/31/2018	10/31/2018	5
ST-19-92769-002-NT	Additional Documents & Photos	1	1	\$0.00	NO	Received	SMITH, ROBIN	10/31/2018	10/31/2018	3

Vendor Disposal (T)

Surplus Detail

Surplus Number: ST-16-48000
 Creation Date: 03/01/2016
 From Site: 00000-4 DOAS Surplus Property
 From Person: JONES, LAUREN
 Method: T
 -- Property Location and Contact Information --
 Address 1: 5 West Altman Street
 Address 2:
 City: Statesboro
 State: GEORGIA
 Zip: 30459
 County: BULLOCH
 Contact Name: Lauren Jones
 Contact Phone: 555-555-5555
 Contact Email: jones.lauren@doas.ga.gov
 -- Receiving Agency --
 Agency Name: Enter Vendor Pick Up or Vendor Drop off
 Receiving Address:
 Receiving Contact:
 Receiving Phone:
 Receiving Email:
 Edit Pickup Labels

Add Assets

[Create New Asset](#)

Import Assets

Assets

Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
ST-16-48000-001-NT	1994 Ford Super Wagon Van 1FBUS31G5RHBT1406 1	1	1	\$0.00	NO	Received	REID, TOCCARA	03/01/2016	03/01/2016	1

Send Title and Keys in envelope with vehicle.

Vendor Return

Surplus Detail

Surplus Number: ST-16-48000
 Creation Date: 03/01/2016
 From Site: 000000-0000- DOAS Surplus Property- P.O. BOX 745 P.O. BOX
 From Person: JONES, LAUREN
 Method: Vendor Return
 -- Property Location and Contact Information --
 Address 1: 5 West Altman Street
 Address 2:
 City: Statesboro
 State: GEORGIA
 Zip: 30459
 County: BULLOCH
 Contact Name: Lauren Jones
 Contact Phone: 912-764-6888
 Contact Email: jones.lauren@doascsb.org
 -- Receiving Agency --
 Agency Name: United Claims #78567869
 Receiving Address:
 Receiving Contact:
 Receiving Phone:
 Receiving Email:
 Edit Pickup Labels

Insert Surplus Asset

Close Save & Same Save & New Save & Done

Asset Number * [AUTO-ASSIGN]
 NSN Group Code * 2310 - PASSENGER MOTOR VEHICLES (2310)
 Description * 2004 FORD TAURUS LX 1FAFP52204A172385(136-2478)
 Site * 53900000-001 - GEORGIA SOUTHERN UNIVERSITY
 -- Summary --
 Condition * Fair
 VIN * 1FAFP52204A172385
 Make * Ford
 Model * Taurus
 Model Year * 2004
 Serial Number * 136-2478
 Odometer * 101302
 Odometer UoM * MILES
 Claim Number * 78523BC

-- Acquisition --
 Accounting Date * 11/29/2018
 Accounting Method * IS
 Accounting Description
 Accounting Cost * 0.00
 -- Web Surplus Notes --
 Notes 1
 Notes 2
 Notes 3
 Quantity * 1
 UoM * EA
 Date Available * 11/29/2018

Reminder: Enter Claim #

Reminder: Enter Claim #

Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
ST-16-48000-001-NT	1994 Ford Super Wagon Van 1FBUS31G5RHBT1406 1	1	1	\$0.00	NO	Received	REID, TOCCARA	03/01/2016	03/01/2016	1

Internet Sale

Surplus Detail

Surplus Number: ST-17-08105
 Creation Date: 05/12/2017
 From Site: DOAS Surplus
 From Person: Jones, Lauren
 Method: IS
 -- Property Location and Contact Information --
 Address 1: 250 NORTH AVENUE
 Address 2:
 City: Atlanta
 State: GEORGIA
 Zip: 30601
 County: CLARKE
 Contact Name: Lauren Jones
 Contact Phone: 555-555-5555
 Contact Email: DOAS_A.DIG
 -- Receiving Agency --
 Agency Name:
 Receiving Address:
 Receiving Contact:
 Receiving Phone:
 Receiving Email:
 Edit Pickup Labels

Insert Surplus Asset

Close Save & Same Save & New Save & Done

Asset Number *: [AUTO-ASSIGN]
 NSN Group Code *: 2310 - PASSENGER MOTOR VEHICLES (2310)
 Description *: 2004 FORD TAURUS LX 1FAPP52204A172385(136-2478)
 Site *: 53900000-001 - GEORGIA SOUTHERN UNIVERSITY
 -- Summary --
 Condition *: Fair
 VIN *: 1FAPP52204A172385
 Make *: Ford
 Model *: Taurus
 Model Year: 2004
 Serial Number: 136-2478
 Odometer: 101302
 Odometer UoM: MILES
 Claim Number:
 -- Acquisition --
 Accounting Date *: 11/29/2018
 Accounting Method *: IS
 Accounting Description:
 Accounting Cost *: 0.00
 -- Web Surplus Notes --
 Notes 1: See inspection form for details
 Notes 2: Inspect Mon-Fri 7AM - 3PM. Title & keys at location
 -- Internal Notes --
 Notes 3:
 Quantity *: 1
 UoM *: EA
 Date Available *: 11/29/2018

Only input if you have physical title and keys.

Assets

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
<input checked="" type="checkbox"/>	ST-19-92769-001-NIT	2004 FORD TAURUS LX 1FAPP52204A172875 (125-2160)	1	1	\$0.00	NO	Received	SMITH, ROBINA	10/31/2018	10/31/2018	2
<input checked="" type="checkbox"/>	ST-19-92769-002-NIT	Additional Documents & Photos	1	1	\$0.00	NO	Received	SMITH, ROBINA	10/31/2018	10/31/2018	2

Reminder Attach the required photos first, then create an additional asset line to attach the title and inspection form.

Required Photos Sample



Front Corner, shows front & drivers side



Back Corner, shows rear & passenger side



Other photos to show major damage or defect



Interior



Engine compartment

Note: The photos display the ENTIRE vehicle-no cropped/cut corners. Please remove any decals prior to taking the pictures.

Appendix D- Special Transfers: Electronic Disposal (ELC)

Entering an Electronic Disposal request begins as any new request would, except for how the assets are entered. Users will combine items from the same NSN group code on one asset line and then enter the total quantity. *ELC requests must have a *minimum of 10 pieces* to be received by Surplus and scheduled for vendor pickup. Hard drives do not need to be removed and will be shredded. See instructions below for submitting request.

- 1) Create Surplus Request from the transfers tab with ELC selected as method.
- 2) Create new assets. Combine items from the same NSN group code on one line. A spreadsheet can be attached with other pertinent information (model number, serial number, etc.)

When done, there should be no more than 6 or 7 asset lines on the request.

- **NSN Groups Code** restricted to the following:
 - (5800) COMMUNICATIONS EQUIPMENT (RADIOS, TELEPHONES, CELL)
 - (7021) ADP CENTRAL PROCESSING UNIT (CPU, COMPUTER, DIGITAL)
 - (7023) MONITORS (ALL, CRT OR FLAT)
 - (7025) ADP INPUT/OUTPUT AND STORAGE DEVICES (hard drives)
 - (7400) OFFICE MACHINES
 - (9900) Miscellaneous
- **Description:** Enter items pertaining to NSN code.
- **Summary:** Enter "See attached" in all fields with an asterisk (*).
- **Accounting:** Enter Today's date for accounting date and 0.00 in accounting cost field.
- **Internal Notes:** Enter total quantity of all items in description field. Leave date available as is.
- **Click Save & Done.** The page will return to surplus detail page.

- 3) Attach the inventory sheet to docs/images on first asset line.

Entry Example

Insert Surplus Asset

Close

Save & Same

Save & New

Save & Done

Asset Number *

[AUTO-ASSIGN]

NSN Group Code *

7021 - ADP CENTRAL PROCESSING UNIT (CPU, COMPUT

Description *

Computers, Laptops, Tablets

Site *

50300000-001 - GEORGIA INSTITUTE OF TECHNOLOGY-

-- Summary --

Condition *

Poor

VIN *

see attached

Make *

see attached

Model *

see attached

Model Year

Serial Number

see attached

Odometer

Odometer UoM

Claim Number

-- Acquisition --

Accounting Date *

11/29/2018

Accounting Method *

T

Accounting Description

Accounting Cost *

0.00

-- Web Surplus Notes --

Notes 1

Notes 2

-- Internal Notes --

Notes 3

Quantity *

30

UoM *

EA

Date Available *

11/29/2018

Assets											
View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-16-50391-001-NT	Computers and Laptops	25	-	-	-	In Transfer	-	-	-	1
	ST-16-50391-002-NT	Monitors	5	-	-	-	In Transfer	-	-	-	0
	ST-16-50391-003-NT	Hard Drives	20	-	-	-	In Transfer	-	-	-	0
	ST-16-50391-004-NT	Printer, Fax, Scanner	30	-	-	-	In Transfer	-	-	-	0
	ST-16-50391-005-NT	keyboards, mouse, cords, docking stations	40	-	-	-	In Transfer	-	-	-	0
	ST-16-50391-006-NT	Desk Phones, Cell phones	40	-	-	-	In Transfer	-	-	-	0

Appendix E- Special Transfers: Books

Entering Books into AssetWorks is the same as any other request, except there may be conditions that require special attention. See details below.

- 1) Create Surplus Request from the transfers tab with appropriate method selected.
- 2) Create new assets.
 - **NSN Groups Code:** 7600 - BOOKS, MAPS, OTHER PUBLICATIONS
 - **Description:** Can be listed as textbook, workbooks, library book, etc.
 - **Summary:** Type NA in Vin. Type “see attached” in serial number, model, make, and year fields. (you will attach this information to the request later)
 - **Accounting:** Enter Today’s date for accounting date and 0.00 in accounting cost field.
 - **Notes 1 & 2:** Enter detailed info about books. (in boxes, some missing pages, etc.)
 - **Quantity:** Enter the total amount of all books. *UOM is **always EA**. Leave date available as is unless method is transfer.
 - **Click Save & Done.** The page will return to surplus detail page.

Asset Detail

Cancel Save Asset

Asset Number * ST-15-27388-001

NSN Group Code * 7600 - BOOKS, MAPS, OTHER PUBLICATIONS (BOOKS, MAPS, OTHER PUBLICATIONS)

Description * TEXTBOOKS

Site * 00000000-000 - SURPLUS - GA DEPT OF ADMIN SERVICES

Warehouse * BULK

-- Summary --

Condition * Good

Serial Number * See attached

Model * See attached

Make * See Attached

Model Year NA

VIN NA

Odometer

Odometer UoM

Claim Number

-- Web Surplus Notes --

Notes 1 SEE ATTACHED SPREADSHEET FOR COMPLETE LISTING.

Notes 2

Status * Active

-- Acquisition --

Original Acq Cost \$0.00

Original Acq Date 10/09/2014

Original Acq Method Internet Sale (Is)

-- Contact Information --

Contact Name Jane Dee

Contact Phone 478-688-5555

Contact Email jane.dee@doas.ga.gov

-- Surplus Use Only --

From Site 81700000-001

Quantity * 472

UoM * EA

Service Charge \$0.00

Date Available * 10/09/2015

- 3) Once the asset is saved, attach photos and the inventory sheet to docs/images. The spreadsheet should include titles, authors, ISBNs, copyrights and other important information.

View	Asset Number	Description	Qty Sent	Qty Rcvd	Service Charge	Scrap	Status	Receiver	Recv Date	Approve Date	Docs/Images
	ST-15-27388-001-NT	SURPLUS TEXTBOOKS/WORKBOOKS	472	472	\$0.00	NO	Received	FORBES, TAMAR	10/15/2014	10/14/2014	5

Download

Cancel Remove Asset Receive Print Detail

row(s) 1 - 1 of 1

Attach 2 to 3 pictures of the books * If books are in boxes, please take some out and take pictures.



Example inventory sheet

1	Title	Author	ISBN	Copyright Date
2	Agribusiness, Forestry, Wildlife, and Mining: Agricultural Laboratory Technician	Enter Here	0-7800-1675-0	1995
3	Agribusiness, Forestry, Wildlife, and Mining: Animal Caretaker	Enter Here	0-7800-1652-1	1995
4	Agribusiness, Forestry, Wildlife, and Mining: Forestry Technician	Enter Here	0-7800-1654-8	1995
5	Agribusiness, Forestry, Wildlife, and Mining: Greenhouse Production Assistant	Enter Here	0-7800-1653-X	1995
6	Agribusiness, Forestry, Wildlife, and Mining: Hatchery Technician	Enter Here	0-7800-1803-6	1995
7	Agribusiness, Forestry, Wildlife, and Mining: Oil and Gas Gauger	Enter Here	0-7800-1526-6	1995
8	Agribusiness, Forestry, Wildlife, and Mining: Pest Control Technician	Enter Here	0-7800-1698-X	1995
9	Agribusiness, Forestry, Wildlife, and Mining: Ranch Hand	Enter Here	0-7800-1806-0	1995
10	Agribusiness, Forestry, Wildlife, and Mining: Seed Lab Technician	Enter Here	0-7800-1804-4	1995
11	Agribusiness, Forestry, Wildlife, and Mining: Soil Conservation Technician	Enter Here	0-7800-1805-2	1995
12	Business and Financial Operations Support: Account Coordinator	Enter Here	0-7800-1797-8	1995
13	Business and Financial Operations Support: Assistant Forms Coordinator	Enter Here	0-7800-1796-X	1995
14	Business and Financial Operations Support: Commercial Collector	Enter Here	0-7800-1795-1	1995
15	Business and Financial Operations Support: Insurance Underwriting Clerk	Enter Here	0-7800-1648-3	1995
16	Business and Financial Operations Support: Legal Secretary	Enter Here	0-7800-1673-4	1995
17	Business and Financial Operations Support: Receiving Clerk	Enter Here	0-7800-1524-X	1995
18	Business and Financial Operations Support: Receptionist	Enter Here	0-7800-1646-7	1995
19	Business and Financial Operations Support: Remittance Processing Clerk	Enter Here	0-7800-1647-5	1995
20	Business and Financial Operations Support: Systems Operator	Enter Here	0-7800-1696-3	1995
21	Business and Financial Operations Support: Technical Site Representative	Enter Here	0-7800-1798-6	1995
22	Communications, Entertainment, and the Arts: Advertising Creator	Enter Here	0-7800-1785-4	1995
23	Communications, Entertainment, and the Arts: Apprentice Photographer	Enter Here	0-7800-1783-8	1995
24	Communications, Entertainment, and the Arts: Assistant Engineer	Enter Here	0-7800-1639-4	1995
25	Communications, Entertainment, and the Arts: Camera Technician	Enter Here	0-7800-1638-6	1995
26	Communications, Entertainment, and the Arts: Electronic Production Artist	Enter Here	0-7800-1521-5	1995
27	Communications, Entertainment, and the Arts: Film Processing Technician	Enter Here	0-7800-1784-6	1995
28	Communications, Entertainment, and the Arts: Printing Press Feeder	Enter Here	0-7800-1637-8	1995
29	Communications, Entertainment, and the Arts: Production Assistant	Enter Here	0-7800-1670-X	1995
30	Communications, Entertainment, and the Arts: Theme Park Supervisor	Enter Here	0-7800-1786-2	1995
31	Communications, Entertainment, and the Arts: Visitor Services Representative	Enter Here	0-7800-1693-9	1995
32	Discover Your Best for Students	Enter Here	1-889726-02-8	1995
33	Discover Your Best for Teachers	Enter Here	1-889726-01-X	1995
34	Enter Here Binder	Enter Here	0-7800-1528-2	1995
35	Fast Course Microsoft Access 2007: Level 1 of 3	Pamela R. Toliver	978-1-59136-206-7	2009

Appendix F- Special Transfers: Boats

To receive the maximum return for boats and to assist out-of-state customers, boats must be entered as shown below:

- 1) Create Surplus Request from the Transfers tab with appropriate method selected.
- 2) Create new assets. Boats, Motors, and Trailers are listed on separate asset lines.
 - **NSN Group Codes are restricted to the following:**
 - 1940 - SMALL CRAFT (boat)
 - 2330 -TRAILERS
 - 2800 - ENGINES (NON-ELECTRIC)- Motors
 - **Description:** Enter each item pertaining to NSN code by 4-Digit Year, Make, Model, HIN/VIN/Serial Number. (HIN – Hull Identification Number)
 - **Summary:** Enter information in all fields that apply.
 - **Accounting:** Enter Today's date for original accounting date. Enter \$0.00 for original accounting cost if it is unknown.
 - **Notes:** Enter detailed information about the item not included on attached inspection form. i.e. Was is used in Fresh Water, Salt Water, or Both?
 - **Internal Notes:** Quantity is 1. Leave date available as is, unless method selected is Transfer.
 - **Click Save and Done.** The page will return to surplus detail page.
- 3) Complete and attach an inspection form for each boat, motor, and trailer. Remember to include the dimensions, all pertinent information, wheel/tire size, tow hitch size, and explain the overall condition for each item.
- 4) Attach photos of the boat, motor, and trailer. Photos of the boat should include the inside and outside of the boat, showing all sides, floor board, control panel, extra accessories and/or equipment, and any visible damages. Photos of the motor should include manufactures' tag/data plate, all sides, and any visible damages. Photos of the trailer should include all sides, tow hitch, wheels/tires, and any visible damages. Remember to remove all logos and decals prior to taking photos.
- 5) Attach registration and title (if applicable).

Example Entry

Nontagged Asset Detail

Cancel
Save Asset

Asset Number *

NSN Group Code *

Description *

Site *

-- Summary --

Condition *

Serial Number *

Make *

Model *

Model Year

VIN

Odometer

Odometer UoM

Status *

-- Acquisition --

Original Acq Cost

Original Acq Date

-- Notes --

Notes 1

Notes 2

Notes 3

-- Surplus Use Only --

Quantity *

UoM *

Date Available *

View	Asset Number	Description	Qty Sent
	ST- 19-93609 -001-NT	1999 War Eagle River Boat MTW07748G899 (122467)	1
	ST-19-93609 -002-NT	2006 Trailstar Tracker Marine Boat Trailer 4TM19BD196B001328	1
	ST-19-93609 -003-NT	2006 Mercury F25EH Outboard Motor OR150821	1

Additional Help

For additional help or surplus training, please visit our website: <http://doas.ga.gov/surplus-property/education-and-training> . There you will find videos about surplus property and the link to Team Georgia Learning where you can review the AssetWorks training.

